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U.S. Department of the Interior
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Denver Federal Center
Denver, Colorado 80225

By:

National Systems & Research Co.
7150 Campus Drive, Suite 255
Colorado Springs, Colorado 80918

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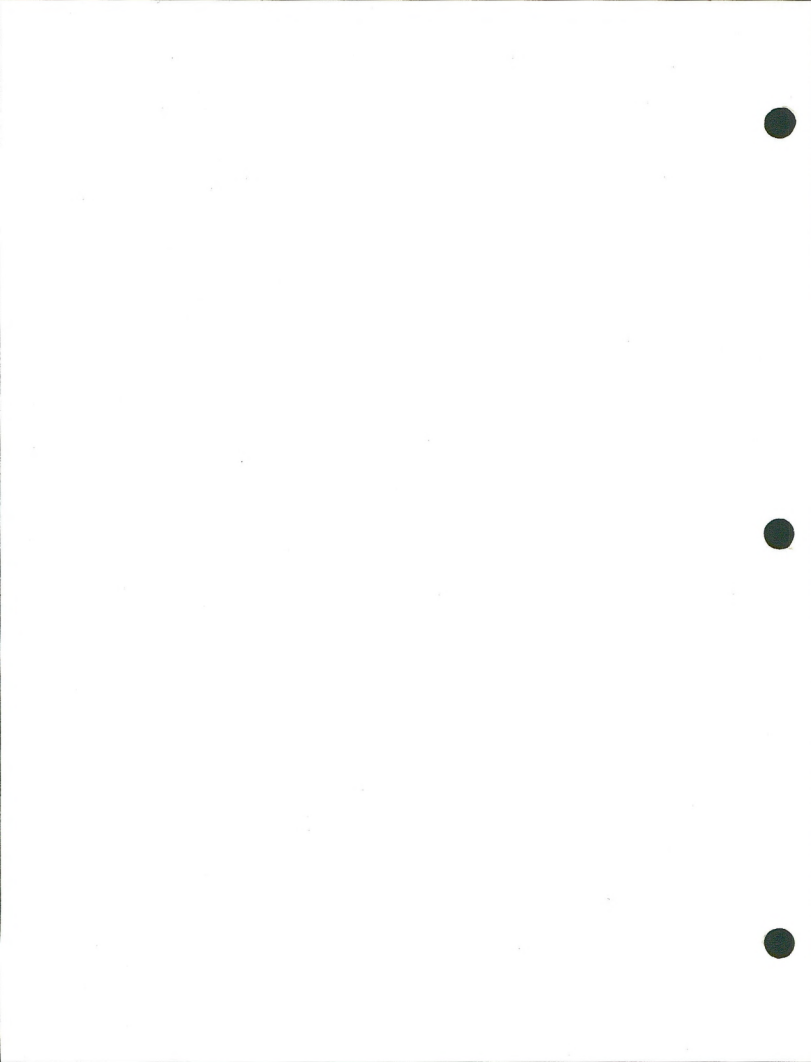
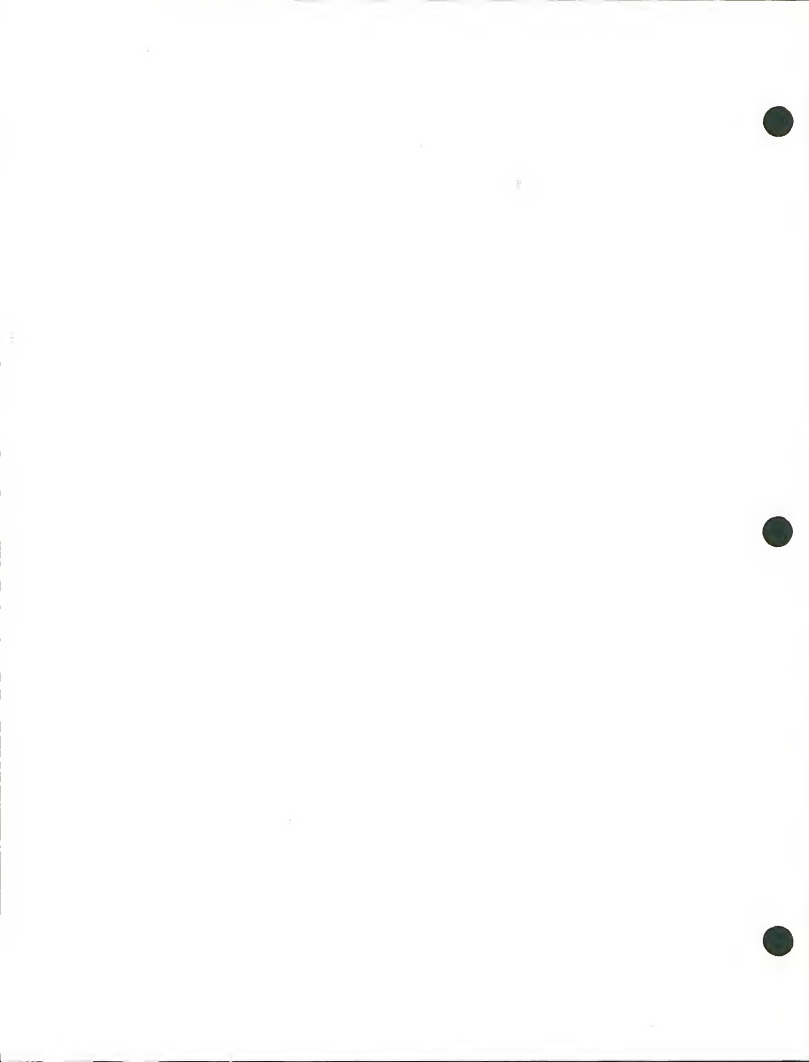


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CHAPTER 1

INTRODUCTION

This document describes the current system for processing public administration pursuant to the following sections of the 43 CFR (Code of Federal Regulations):

1. 1864 - Recordable Disclaimers of Interest in Land; and
2. 1865 - Correction of Conveyancing Documents.

This document covers those sections of 1800 Public Administration that require case processing (1864 and 1865). It does not include the other administrative sections of 1800.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the conveyance program; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.

1800 public administration covered by this document includes the following areas:

1864 Recordable Disclaimers of Interests in Land. The purpose of this section is for the BLM to issue recordable disclaimers of interests in land to help remove a cloud of title to lands, and there is a determination that such lands are not lands of the U.S. or that the U.S. does not hold a valid interest in the lands. The objective

INTRODUCTION

of the disclaimer is to eliminate the necessity for court action or private legislation in those instances where the U.S. asserts no ownership or record interest. A disclaimer has the same effect as a quitclaim deed in that it operates to stop the U.S. from asserting a claim to an interest in or the ownership of lands that are being disclaimed.

1865 Corrections of Conveyance Documents. The purpose of this section is to remedy defects or correct errors in patents and other documents of conveyance pertaining to the disposal of the public lands of the U.S. The objective of a correction document is to eliminate from the chain of title errors in patents or other documents of conveyance that have been issued by the BLM or its predecessors and that pertain to the disposal of the public lands or of an interest therein.

"Error" means the inclusion of erroneous descriptions, terms, conditions, covenants, reservations, provisions, and names or the omission of requisite descriptions, terms, conditions, covenants, reservations, provisions, and names either in their entirety or in part, in a patent or document of conveyance as a result of factual error. This term is limited to mistakes of fact and not of law.

CHAPTER 2

DATA FLOW DIAGRAMS

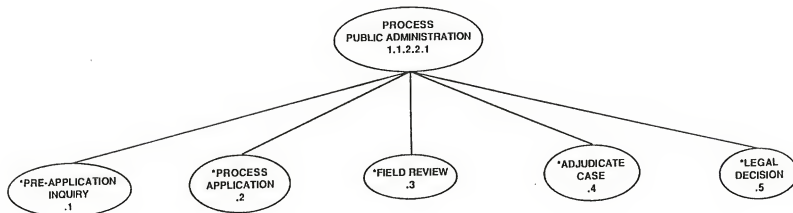
The current public administration program is presented here as a series of data flow diagrams that show the sources and destinations of data, identify and name processes, identify and name data that connect sources and destinations of data, and describe data stores that are accessed. Each function may be broken down into a more detailed flow diagram. The hierarchical structure of each process is identified by decimalized identifiers.

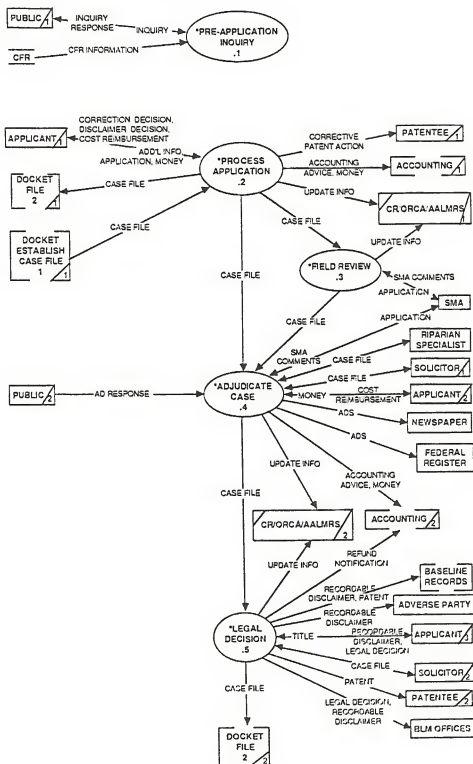
When it is no longer useful to decompose a process, the process and its logic are described by input/process/output narratives. This process is said to be at a primitive level.

Standard representations on the DFDs are:

1. an ellipse is a process;
2. a rectangle is an external entity (generally outside of BLM control);
3. a set of brackets is an internal entity (generally thought of as an off-page connector or a pointer to a generic type of process);
4. a line is a data flow;
5. arrows at the ends of lines indicate the direction data is flowing;
6. two parallel lines are a data store (generally representing logical groupings of data rather than individual records or data components).

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CHAPTER 3

PROCESS LIST

The following table lists all processes defined on the Data Flow Diagrams appearing in Chapter 2. The Chapter 2 page reference is next to each process. If the process is at a primitive level, i.e. functionally decomposed to a level at which no benefits are derived from further decomposition, a reference to the Chapter 4 narrative for that process is also listed.

PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
1.1.2.2.1.4	Adjudicate Case	6	2-3	4-7
1.1.2.2.1.3	Field Review	6	2-3	4-6
1.1.2.2.1.5	Legal Decision	6	2-3	4-10
1.1.2.2.1.1	Pre-Application Inquiry	6	2-3	4-2
1.1.2.2.1.2	Process Application	6	2-3	4-3

CHAPTER 4

INPUT/PROCESS/OUTPUT NARRATIVES

The following narratives describe the detail processing done at the primitive level as defined by the Data Flow Diagrams. Included in each narrative is the following information:

1. the process name;
2. the identifier or process number;
3. the parent process name (the parent's identifier can be derived by omitting the last digit of the process identifier);
4. a general description of the process;
5. any applicable policies and procedures;
6. any constraints that may affect processing; and
7. the input/process/output narrative.

the process narratives appear in the order they are defined in the Data Flow Diagrams in Chapter 2.

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Pre-Application Inquiry

Identifier: 1.1.2.2.1.1

Parent Process Name: Process Public Administration

Description: Prospective applicants are encouraged to submit a pre-application inquiry.

Policies/Procedures:

Constraints:

Input	Process	Output
Inquiry	Receive Inquiry from the Public for information for filing a Disclaimer or Correction.	
CFR Information	Receive CFR Information from the CFR and determine if the inquiry meets the requirements of the CFR.	
	Evaluate and determine the suitability of the inquiry.	
	Send Inquiry Response to the Public.	Inquiry Response

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process Application

Identifier: 1.1.2.2.1.2

Parent Process Name: Process Public Administration

Description: BLM determines the sufficiency of the application. The BLM also may initiate corrective action. A Disclaimer application is a Recordable Disclaimer of Interest. No specific form of application is required for either case.

Policies/Procedures:

Constraints: All owners must agree on corrective action.

Input	Process	Output
Case File	The BLM may initiate corrective action for a patent. For Correction case, receive the old Case File from Docket, if necessary. In this case, send a Corrective Patent Action to the Patentee.	Corrective Patent Action
Application Money	Receive Application and filing fee Money from an Applicant based either on BLM or applicant initiation. Prepare Accounting Advice and send it and the Money to Accounting.	Accounting Advice Money
Case File	Serialize the application and build a Case File, if necessary. If old Case File exists, receive Case File from Docket. For Disclaimer cases, estimate cost reimbursement for the administrative costs of processing the application and issuing the disclaimer.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Send Cost Reimbursement to the Applicant requesting a deposit.	Cost Reimbursement
Money	Receive Money from the Applicant.	
	Prepare Accounting Advice and establish a cost code. Send the Accounting Advice and Money to Accounting (DCS) to prepare a Cost Recovery Account.	Accounting Advice Money
	Disclaimer: make a preliminary determination that application has legal merit and meets the CFR requirements: check legal description of the lands for which the disclaimer is sought; check applicant information and title documents; check basis for the disclaimer.	
	Correction: make a preliminary determination if all individuals with interest in the land have agreed to the patent correction and that it meets the CFR requirements: check applicant information, title documents, and basis for correction.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Determine if there is a reason to reject the application or that additional information is needed. Send Disclaimer Decision or Correction Decision to Applicant indicating that the application is rejected or that there is a need for more information.	Disclaimer Decision Correction Decision
Additional Information	Receive Additional Information from the Applicant. Input Update Information to Case Recordation/ORCA.	Update Information
	For Disclaimer case, send Case File to Adjudicate Case. For Correction Case, send Case File to Field Review.	Case File
	Send old Case File to Docket.	Case File

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Field Review

Identifier: 1.1.2.2.1.3

Parent Process Name: Process Public Administration

Description: A field review, an on-ground inspection to ensure the correction is valid, may be necessary in correction cases.

Policies/Procedures:

Constraints:

Input	Process	Output
Case File	<p>Receive Case File from Process Application.</p> <p>Conduct field review.</p> <p>Technical specialists review documents and, as necessary, go to the field.</p> <p>If another agency is involved, send copy of the Application to the SMA for their review.</p>	Application
SMA Comments	<p>Receive SMA Comments from the SMA with their report and recommendations.</p> <p>Prepare recommendations.</p> <p>Input Update Information into Case Recorotation/ORCA.</p> <p>Send Case File to Adjudicate Case.</p>	<p>Update Information</p> <p>Case File</p>

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Adjudicate Case

Identifier: 1.1.2.2.1.4

Parent Process Name: Process Public Administration

Description: For disclaimer cases, there needs to be evidence that the U.S. has no legal interest left in the land. For correction cases, there must be an error to correct or an omission (such as omission of the land description from a patent). All owners must agree to the corrective action (they all may share in the application).

Policies/Procedures: None.

Constraints:

Input	Process	Output
Case File	<p>Correction case: Receive Case File from Field Review.</p> <p>Check documentation to ensure that there is an error in the original patent and that all parties who have an interest in the land have agreed to the patent correction.</p> <p>If a survey is needed, prepare Cost Reimbursement and send to Applicant.</p>	Cost Reimbursement
Money	<p>Receive Money from the Applicant. Prepare Accounting Advice and send it and the Money to Accounting.</p> <p>Prepare recommendations.</p> <p>Input Update Information into Case Recordation/ORCA.</p> <p>Send Case File to Legal Decision.</p>	<p>Accounting Advice Money</p> <p>Update Information</p> <p>Case File</p>

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Case File	Disclaimer case: Receive Case File from Process Application. Review case file.	
	If comments are needed from a SMA, send copy of Application to the SMA.	Application
SMA Comments	Receive SMA Comments from the SMA.	
	If the case is water related, send the Case File to the Bureau Riparian Specialist in Washington, D.C.	Case File
Case File	Receive Case File with comments from the Riparian Specialist.	
	Send Case File to the Solicitor to determine if the U.S. holds some interest in the land.	Case File
Case File	Receive Case File with comments from the Solicitor.	
	If more money is needed to cover the costs, prepare Cost Reimbursement and send it to the Applicant.	Cost Reimbursement
Money	Receive Money from the Applicant. Prepare Accounting Advice and send it and the Money to Accounting.	Accounting Advice Money

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Prepare Ads with application information and the grounds supporting it and send the Ads to the Federal Register and a local Newspaper.	Ads
	Wait 90 days for a response.	
Ad Response	Receive Ad Response from the Public. Consider the information in the Ad Response.	
	Prepare recommendation.	
	Input Update Information into Case Recordation/ORCA.	Update Information
	Send Case File to Legal Decision.	Case File

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Legal Decision

Identifier: 1.1.2.2.1.5

Parent Process Name: Process Public Administration

Description: The final determination. The applicant and adverse party have the right of appeal.

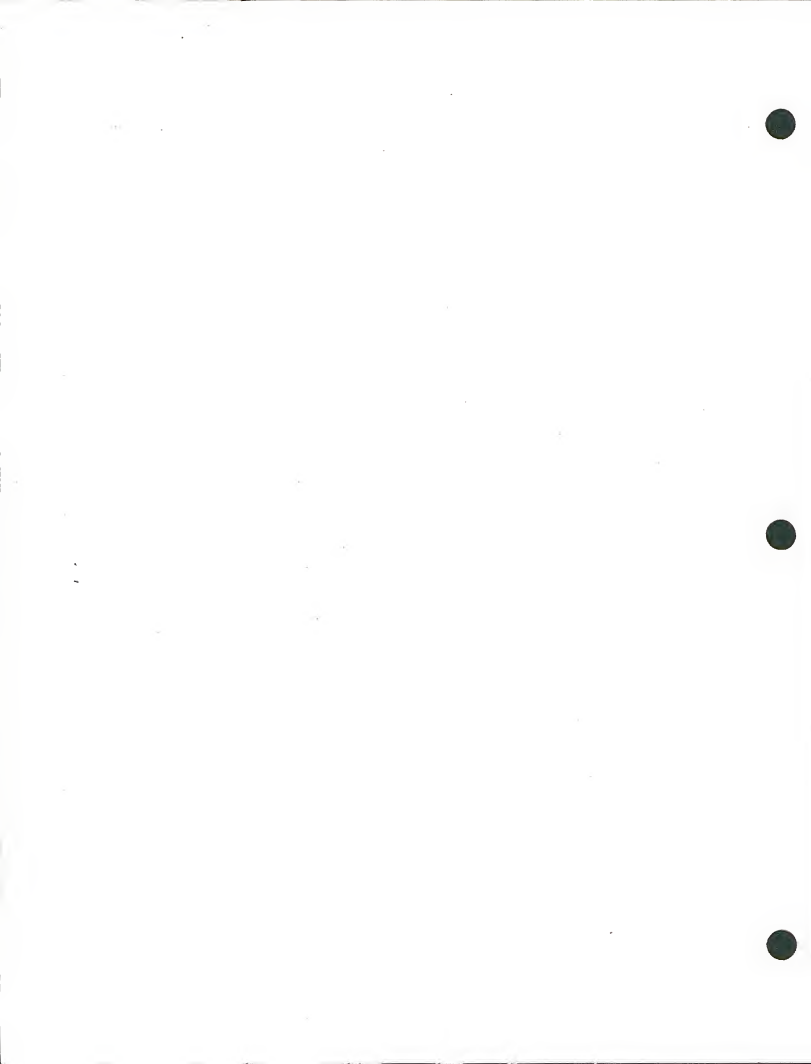
Policies/Procedures: None.

Constraints: For Correction cases, evidence of title must be submitted in such form as acceptable to the BLM. A policy of title insurance, or a certificate of title, may be accepted in lieu of an abstract, in proper cases, when issued by a title company. A policy of title insurance when furnished must be free from conditions and stipulations not acceptable to the BLM.

Input	Process	Output
Case File	Correction case: Receive Case File from Adjudicate Case.	
	Send a conditional Legal Decision to the Applicant.	Legal Decision
	This decision is based on the Applicant sending the Title to the BLM.	
Title	Receive Title from the Applicant.	
	Prepare the documents and send the Case File with all the documentation to the Solicitor for review.	Case File
Case File	Receive Case File with comments from the Solicitor.	
	Cancel old patent, if appropriate. Issue corrected or Supplemental Patent (or	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Case File	Document of Conveyance) and send it to the Patentee.	Patent
	Send Legal Decision to other BLM Offices.	Legal Decision
	Send copy of Patent to Records.	Patent
	Input Update Information into Case Recordation/ORCA.	Update Information
	Send Case File to Docket.	Case File
	Disclaimer case: Receive Case File from Adjudicate Case.	
	Prepare disclaimer decision for the authorized officer to sign and send the Recordable Disclaimer to the Applicant and any other Adverse Party.	Recordable Disclaimer
	Send copy of Recordable Disclaimer to other BLM Offices.	Recordable Disclaimer
	Send copy of Recordable Disclaimer to Records.	Recordable Disclaimer
	Input Update Information into Case Recordation/ORCA.	Update Information
	Prepare Refund Notification and send it to Accounting (DSC) to provide refund to the applicant and to close out the Cost Recovery Account.	Refund Notification
	Send Case File to Docket.	Case File



CHAPTER 5

DATA DICTIONARY AND CROSS REFERENCE LIST

The data dictionary lists all data flows defined on the DFDs in alphabetic order by name. The information included for each entry in the dictionary includes:

1. data name;
2. mnemonic or abbreviation, as necessary;
3. description of uses and characteristics;
4. data type (i.e. set, record, data aggregate, element);
5. security considerations for both retrieval and update; and
6. definition (used primarily for composite data).

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Accounting Advice
Abbreviation	
Description	BLM form used to account, distribute, and refund monies or information.
Data Type	Record
Ability to View	All
Ability to Update	Accounting, BLM
Definition	Applicant name/address + serial number + date + amount of monies received + remarks

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Ad Response
Abbreviation	
Description	Comment from the Public concerning a particular Public Administration case.
Data Type	Record
Ability to View	All
Ability to Update	Public
Definition	Applicant name/address + legal description + serial number + case type + justification + public comment + name/address

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Additional Information
Abbreviation	
Description	Letter used by the Applicant to send additional information to the BLM concerning a particular case.
Data Type	Record
Ability to View	All
Ability to Update	Applicant
Definition	Applicant name/address + legal description + serial number + case type + additional information

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Legal Decision
Abbreviation	
Description	Decision from the BLM concerning a Correction type Public Administration case.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Applicant name/address + legal description + serial number + case type + justification + decision and justification

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Money
Abbreviation	
Description	Money can be in different forms, such as check or cash.
Data Type	Element
Ability to View	BLM, Accounting
Ability to Update	Applicant
Definition	U.S. currency or equivalent

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Patent
Abbreviation	
Description	U.S. conveys land or mineral rights to a patentee.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Patentee name/address + legal description + stipulations + date of issue + reservations + legal requirements + authorized officer

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Recordable Disclaimer
Abbreviation	
Description	Form Disclaimer by the U.S. concerning a parcel of land.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Applicant name/address + legal description + serial number + historical background + disclaimer + date + authorized officer

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Refund Notification
Abbreviation	
Description	Letter used by the BLM to notify Accounting to close a Cost Recovery Account and to send the applicant a refund, if necessary.
Data Type	Record
Ability to View	Accounting
Ability to Update	BLM
Definition	Applicant name/address + legal description + serial number + case type + cost recovery account + date of closing + remarks

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	SMA Comments
Abbreviation	
Description	Letter used by a SMA to supply requested information to the BLM.
Data Type	Record
Ability to View	All
Ability to Update	SMA
Definition	Applicant name/address + legal description + serial number + case type + comments

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Title
Abbreviation	
1 Description	Conveying to the U.S. the deed to a parcel of land.
Data Type	Record
Ability to View	All
Ability to Update	Applicant/Patentee
Definition	Applicant name/address + legal description + serial number + stipulations + reservations + date of issue + turnover information + date

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Update Information
Abbreviation	
Description	Information for Case Recordation/ORCA.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Applicant/patentee name/address + legal description + serial number + case type + acres + remarks